



**DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY
HUMAN RESOURCES OFFICE
NAPLES, ITALY**

U.S. JOB OPPORTUNITY ANNOUNCEMENT

Position Title	Staff Assistant			Announcement Number	05NAP-039764-YD
PP-Series-Grade	GS-303-05			Opening Date	09 MAY 2005
Starting Salary	\$ 24,677PA	Work Schedule	Full-time Permanent	Closing Date	20 MAY 2005
Job Location	Military Sealift Command, Europe Operations & Readiness Office			Duty Location	Naples, Italy
Who May Apply	U.S. citizens residing in the Naples/Gaeta commuting area who meet the following conditions. 1. Family members eligible for Schedule A 213.3106(b)(6) appointments. 2. Current Federal employees serving under career or career conditional appointments. 3. Preference eligibles or veterans who have been honorably separated from the armed forces after substantially completing an initial 3-year term from active service. 4. Veterans’ Recruitment Appointment (VRA) eligibles.				
About the Job	The incumbent is responsible for assisting in the planning, implementation and administration of the Navy’s Anti-Terrorism/Force Protection (AT/FP) program throughout the assigned area. Assists the Division Director and Ship Physical Security Manager in preparation of reports and recommendations regarding AT/FP issues. Reviews messages traffic for MSC relevant AT/FP and intelligence traffic and distributes as required. Collects data, maintains records and prepares reports related to the status of AT/FP and Chemical, Biological, Radiological Defense (CBR-D) equipment, training and readiness Review Inport Security Plans and other related AT/FP messages for compliance with current directives and reports discrepancies to Ship Physical Security Officer. Assists with preparation of Inport Security Plans for those vessels requiring assistance. Prepares appropriate paperwork for AT/FT status meetings, i.e. agenda, minutes, copies of required message traffic. Collects port related AT/FP information for all ports visited by MSC ships. Inputs and retrieves data from the classified Global Command and Control System (GCCS).				
OPM Qualification Requirements	<u>APPLICANT MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u> <u>EXPERIENCE:</u> One (1) year of specialized experience equivalent to tGS-04 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <u>EDUCATION:</u> Four(4) years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. <u>(Copy of transcripts is required)</u>				
Tell us about your experience	1. Knowledge of Anti-Terrorism/Force Protection matters pertinent to the Departments of Defense and Navy. 2. Knowledge of DOD, joint command and Navy missions and organizations. 3. Skills in using Office Information Systems and Knowledge of ADP terminology. 4. Ability to research a variety of material, prepare reports and graphic presentations. 5. Ability to communicate effectively in writing and verbally.				
Job Conditions	1. Must be able to obtain/posses a Secret security clearance.				
Pertinent Information	1. Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position. 2. Application package, including documents required by the SOFA, must be submitted by closing date of this announcement. 3. Highest previous rate may be authorized. 4. Selection to this position will use your military spouse preference. 5. VRA applicants will be appointed to a Term Appointment.				
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